



## Town of Newfields Town Hall Rental

### Procedure

1. Applicant shall read, complete and sign Town Hall Rental Agreement below.
2. Pay applicable fee.
3. Applicant must furnish appropriate evidence of insurance making the Town of Newfields a coinsured.
4. Forward application to Police Department for approval before sending to the Board of Selectmen.
5. Forward the completed form and insurance information to the Board of Selectmen for review, approval and signing.

### Rental Agreement

The Town of Newfields, New Hampshire, a municipal corporation, with a principal place of business located at 65 Main Street, Newfields, New Hampshire (hereinafter referred to as "Town") hereby agrees to rent to (hereinafter referred to as "Tenant"):

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

The following premises:

The entire first floor of the Newfields Town Hall, 65 Main Street, Newfields, New Hampshire including the restroom facilities located off the lobby of the first floor.

This agreement shall be subject to the following terms and conditions (subject to Selectmen's approval):

1. The premises will be used by the tenant for the following function:

\_\_\_\_\_  
Function

\_\_\_\_\_  
Date of Function

2. Rental fee for function described above:
  - a. ☐ Non-Resident \$150.00 plus \$50.00 refundable security deposit.
  - b. ☐ Resident \$50.00
  - c. ☐ Town Organizations \$5.00
3. ☐ Alcohol ☐ No Alcohol (refer to #8)
4. That Tenants and Tenants' invitees, representatives or employees, shall occupy the premises at \_\_\_\_\_ am/pm on \_\_\_\_\_, 200\_\_ and vacate the premises at \_\_\_\_\_ am/pm.
5. Tenant agrees to leave Function Hall premises in the same condition as they existed prior to the function described above any damages occurring during the function described above shall be the responsibility of Tenant who shall pay for said damages in full upon demand by Town.
6. Size of function. The number of people anticipated to participate in the function described above are:\_\_\_\_\_.

7. The tenant shall be responsible, at its sole expense, to make necessary arrangements in advance of the scheduled function to engage a Newfields Police Officer to provide traffic and crowd control for such function. However this requirement can be waived by the Police Department.
8. A police officer is required at all times, at the sole expense of the tenant, if alcohol is to be served.
9. Insurance. At least ten (10) days prior to such scheduled function, the Tenant shall furnish to the Office of the Newfields Board of Selectmen written confirmation that the Tenant has secured adequate liability insurance covering such an event in an amount not less than \$500,000.00. In the event that alcoholic beverages will be consumed, or served, at such function, the Tenant shall be required to also furnish to the Selectmen's Office, at least ten (10) days prior to such event, written confirmation that the Tenant has secured a liquor liability insurance policy in an amount not less than \$1,000,000.00.
10. That all liability insurance policies issued in accordance with this provision shall be subject to the prior review and acceptance by the Town Board of Selectmen, and shall also name the Town of Newfields as an additional insured.
11. That the Tenant shall make no alterations to the premises.
12. Landlord and Tenant acknowledge that the Landlord is not providing any foods, soft beverages or alcoholic beverages of any kind whatsoever and the Tenant shall be responsible for supplying those items the Tenant may choose.
13. The tenant shall indemnify and hold the Town of Newfields, its employees, agents and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from the food and beverages served at the above described function. In addition, in the event that the Town is required to respond to any claims of any nature arising in connection with the function or the tenant's use of the premises, the tenant agrees to pay to the Town all costs, fees, charges and attorneys' fees which may be incurred by the Town in regard to such claims.
14. This agreement shall be binding upon the parties, their heirs, successors or assigns.
15. If the application is made by a corporation the individual signing the application shall be responsible for the applied for event as well as the corporation.

Town of Newfields:

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Approved by the Newfields Police Department

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Date

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Selectman

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Date

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Selectman

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Date

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Selectman

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Date

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Tenant

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Date